



*U.S. Consulate General, Chennai, India  
No. 220 Anna Salai, Gemini Circle  
Chennai – 600 006, India.  
Phone No. 044 – 2857 4000*

**Solicitation No. 191N6021Q0009 / PR10005109**

**Date: July 09, 2021**


**Issued by: GSO/Contracting**

To: Prospective Quoters

Greetings from The U.S. Consulate General, Chennai, India.

The U.S. Consulate General Chennai invites all responsible bidders, to submit competitive prices to **“Monitor Regional language TV News debates for Public Affairs Section (PAS)”** in accordance with **specification details set forth in the Request for Quote**. If you are interested, please follow the instructions in the solicitation before submitting quote.

1. For any technical queries kindly e-mail Contracting Officer Ms. Tarina J. Speidel at [SpeidelTJ@state.gov](mailto:SpeidelTJ@state.gov) with cc to [ChennaiProcurementFSNS@state.gov](mailto:ChennaiProcurementFSNS@state.gov) by 1500 hrs. (IST) on Friday, July 16, 2021. The answer to the queries will be shared with all prospective bidders.
2. The Solicitation closes on Friday, July 23, 2021 by 1500 hrs. (IST) which means all offers must be received by/before deadline. Read the RFQ for complete details. Your offer must be submitted via email with subject **“191N6021Q0009 / PR10005109 – To Monitor Regional language TV News debates for Public Affairs Section (PAS)”** to Contracting Officer Ms. Tarina J. Speidel at [SpeidelTJ@state.gov](mailto:SpeidelTJ@state.gov) with cc to [ChennaiProcurementFSNS@state.gov](mailto:ChennaiProcurementFSNS@state.gov). Please do not submit your quotations via courier. Offers submitted to any other e-mail, shall not be considered for further evaluation. The Offeror must write their name, address and contact phone number as specified. The Contracting Office shall provide additional information and or clarification concerning this solicitation.

 **Note: IMPORTANT INSTRUCTIONS: PLEASE READ CAREFULLY WHILE SUBMITTING THE OFFER**

**1. Instructions to Offeror to submit quote:**

- The Vendor shall furnish all the mandatory information requested herein. All responsible sources may submit a quotation, which shall be considered.



- Kindly read all the documents and related **mandatory** attachments closely, before submitting the quote. **Provide clear breakup for each line item.**
- Please submit a sample copy of "Daily TV Monitoring Report" and one "TV Program Summary" with the quote for evaluation.
- This will be a firm fixed price Contract with no additional charges for currency fluctuation.
- Goods & Service Tax (GST): Applicable for vendors operating within India. Please note that the GST unique identification number (UIN) for Consulate Chennai is **UIN: 3317USA00002UNE.**
- Kindly prepare your quotations **clearly giving break-up of GST and other applicable charges if any.**
- **Please note that the Government shall reject proposal that do not contain the above information or are otherwise incomplete.**

2. **NDA (The National Defense Authorization Act) Compliance Form:** *(Mandatory form to be filled by vendors. Please refer to the Consulate Website Page for more details)*

3. **System for Award Management (SAM):** *(Refer to the Consulate Webpage for more details).*

**NOTE: IT IS MANDATORY TO REGISTER IN SAM FOR ORDERS VALUE OVER \$30000**

**\*\* Kindly visit [WWW.SAM.GOV](http://WWW.SAM.GOV) to register your Company. There is "NO COST" to register in SAM, see attached Quick Start Guide / Step by Step process for New Registration. Orders will be issued only if you have the Registration. Kindly start the process now.**

4. **Evaluation Factors:**

- Award will be made to the "Lowest priced, technically acceptable" responsible bided offer.
- Record of satisfactory past performance.
- The U.S. Government reserves the right to reject proposals that are unreasonably low or high in price.
- Evaluation of the sample copy of "Daily TV Monitoring Report" and "TV Program Summary" submitted by the bidders along with the quote.
- Offer acceptability will be determined by assessing the bidder's compliance with the terms of the RFQ. The offeror must properly complete and submit all sections of the solicitation. Proposals which do not comply with the RFQ may be rejected on that basis.
- The Government will determine bidder responsibility by analyzing whether the apparent successful bidder complies with the requirements of FAR 9.1, including:

- adequate financial resources or the ability to obtain them;
- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  
- satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
- necessary equipment and facilities or the ability to obtain them; and
- be otherwise qualified and eligible to receive an award under applicable laws and regulations.

**5. Terms and Conditions:**

- Please note that the Government shall reject proposal that do not contain requested information or are otherwise incomplete.
- If your proposal/ offer is accepted, The U.S. Consulate General, Chennai will issue a U.S. Government's firm and fixed price Purchase Order.
- The U.S. Consulate reserve the right to cancel the Purchase Order at any given time, if the work is not executed to the satisfactory level.
- **The United States Government regulations does not allow any advance payment.**
  
- COVID-19 mitigation measures will be put in place and must be followed by vendors while inside the U.S. Government premises, which include but are not limited to the following examples: social distancing of six feet between each person at all times, wearing face mask coverings, frequently wash and sanitize hands, etc.,
- **Payment Terms:** Payment shall be made through EFT (Electronic Fund Transfer) to vendor's current account, within Net 30 days on completion of supply/service and submission of invoice at the U.S. Consulate General, Chennai, India.



**Important:** The U.S. Consulate General, Chennai reserves the right to reject any or all offers, and to delete any portion/or items of the solicitation. Once the Purchase Order is awarded, the prices shall hold good till the service is completed.

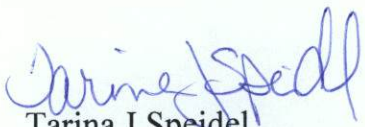
**Name & address of Offeror:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Dated** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Contact #:** \_\_\_\_\_

Sincerely

  
Tarina J Speidel  
Contracting Officer